

<b>STATE OF IOWA</b> <b>DEPARTMENT OF CORRECTIONS</b>  <b>POLICY</b> <b>AND PROCEDURES</b>		Policy Number  IO-SC-20	Applicability  <input checked="" type="checkbox"/> IDOC <input type="checkbox"/> CBC
		Policy Code  Confidential	Iowa Code Reference  N/A
Chapter 3  INSTITUTIONAL OPERATIONS	Sub Chapter  SECURITY AND CONTROL	Related DOC Policies  IO-HO-01, IO-HO-02, IO-SC-03, IO-SC-14, IS-FS-01	Administrative Code Reference  N/A
Subject  SECURITY SHIFT OPERATIONS		ACA Standards  N/A	Responsibility  Sheryl Dahm Susie Pritchard Diann Wilder- Tomlinson
		Effective Date  June 2015	Authority  Jerry Bartruff Director Signature on file at Iowa DOC

## I. PURPOSE

To outline practices and expectations for shift operations.

## II. POLICY

It is the policy of IDOC to provide adequate levels of security staff necessary to maintain a safe and secure work environment. Such staff shall be deployed in a manner that provides coverage for critical institutional operations and holds staff accountable for their assigned post.

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- A. Shift Coverage
- B. Employee Attendance
- C. Reporting for Duty [REDACTED]
- D. Reporting for Duty – Shift Briefing/Shift Change
- E. Staff Meals/Breaks
- F. Shift Operations Documentation

### **III. DEFINITIONS**

- A. Bona Fide Occupational Qualifications (BFOQ) – A requirement (as relating to sex, religion, national origin, or age) for a particular job that does not violate the constitutional bans on discrimination and is reasonably necessary for the normal performance of the duties of that particular occupation.

[REDACTED]

- C. Daily Roster Assignment – A document that records the deployment of staff to posts or positions during a specified shift or period of time.
- D. Duty Equipment - items and tools such as a radio, PDA, portable phone, handcuffs, weapon, etc. necessary to perform the duties and responsibilities associated with a given position or post.
- E. Master Roster – Deployment schedule prepared for each shift that lists all approved posts and positions, and reflects application of the work schedule assignments.
- F. Position – An employment classification or assignment with specified duties and responsibilities.
- G. Post – A duty assignment within a specified employment classification.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- L. Work Schedule – A schedule reflecting hours of work and days off for a single employee, and, if applicable, includes rotation(s) of shift hours and/or days off.
- M. See IDOC Policy **AD-GA-16** for additional Definitions

#### **IV. PROCEDURES**

##### **A. Shift Coverage**

##### **1. Work Coverage Plan**

- a. The Associate Warden of Security shall develop the work coverage plan for security staff that reflects the security and programmatic needs of the institution, which is approved by the Warden. In developing the work coverage plan, the Associate Warden of Security shall:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- vii. Not exceed budgeted full time employee (FTE) allocations

[REDACTED]

[REDACTED]

- c. The Associate Warden of Security reviews and updates (as needed) the work coverage plan at least annually.

## 2. Work Schedules

- a. The Associate Warden of Security shall develop work schedules based upon the work coverage plan. Work schedules may include rotation(s) of shift hours and/or days off.
- b. Work schedules shall be filled through a bidding process.

[REDACTED]

- d. Security staff may be reassigned to a different work schedule on a temporary basis to meet the operational needs of the institution.

## 3. Daily Roster Assignments

- a. The Shift Supervisor is responsible for managing assigned staffing resources in a manner that satisfies the work coverage plan consistent with institutional operations and procedures. Such assignments are subject to revision based on institutional need.
- b. The Shift Supervisor collaborates with the Unit Manager in making staff assignments within a unit that supports unit

management and direct supervision, to include continuity of post assignments within a living unit (see **IO-HO-01**, Unit Management and **IO-HO-02**, Direct Supervision Living Units).

- c. For each designated shift or period of time, the Shift Supervisor shall complete the daily roster assignment [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

#### B. Employee Attendance

1. Staff shall report for scheduled duty. All absences shall be properly authorized.
2. Institutional procedures shall require security staff to check in with the designated supervisor when reporting for duty to be accounted for and receive their post assignment.
3. Shift Trades
  - a. Institutions shall establish procedures which allow shift trades to be considered. Such procedures shall, at a minimum, outline frequency and required notices and/or authorizations.
  - b. Shift trades shall:

- i. Occur within Friday to Thursday during the same pay week
  - ii. Be between similarly qualified staff
  - iii. Not result in overtime
- c. Institutional procedures shall designate who will process and approve/deny shift swap requests.
- d. A person scheduled to work their part of an authorized shift trade shall be required to report as scheduled. Any absences shall be properly authorized.

C. Reporting for Duty [REDACTED]

[REDACTED]

[REDACTED]

D. Reporting for Duty – Shift Briefing/Shift Change

1. Shift Briefing

[REDACTED]

[REDACTED]

[REDACTED]

2. Shift Change

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

E. Staff Meals/Breaks

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

2. Staff meals and meal breaks shall be in accordance with **IS-FS-01**, Food Service.

F. Shift Operations Documentation

1. Shift operations documentation shall be consistent with and in accordance with **IO-SC-03**, Logs and Other Record Keeping Systems.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

3. Institutional procedures shall establish accepted methods for meeting the requirement to produce a Shift Supervisor's Report, [REDACTED]